



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

**REQUEST FOR INFORMATION
FOR
SNS Distribution and Coordination**

**RFI # 34349-76715
5/13/2015**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Health (TDH) issues this Request for Information ("RFI") for the purpose of gathering information to prepare for a solicitation regarding a need for cooperation and coordination as it relates to the receipt, distribution, dispensing, apportioning, replenishment and recovery of Strategic National Stockpile (SNS) materials during an emergency requiring activation of the SNS medical countermeasures (MCM). We appreciate your input and participation in this process.

2. BACKGROUND:

The State of Tennessee, Department of Health, Emergency Preparedness Program, is seeking information regarding how best to arrange a single or multi-award contract(s) for distribution of SNS materials during an emergency situation.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:
Brandon Silby, Sourcing Account Specialist
Department of General Services
Central Procurement Office
312 Rosa L Parks Avenue
Nashville, TN 37243
615-532-2440
Brandon.Silby@tn.gov

3.2. Please reference RFI # 34349-76715 with all communications to this RFI.

4. RFI SCHEDULE OF EVENTS:

| EVENT | | TIME (Central Time Zone) | DATE (all dates are State business days) |
|-------|-----------------------|-----------------------------|---|
| 1. | RFI Issued | | 5/13/2015 |
| 2. | RFI Response Deadline | 2:00 PM | 6/1/2015 |

5. GENERAL INFORMATION:

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.
- 5.3. The State will not pay for any costs associated with responding to this RFI.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI #34349-76715
TECHNICAL INFORMATIONAL FORM

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| 1. RESPONDENT LEGAL ENTITY NAME: |
| 2. RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email: |
| 3. Provide a brief description of experience providing similar scope of services/products. Please see Attachment A below for draft Scope of Work. |
| 4. What other states do you currently have contracts providing similar scope of services? Please share, if willing, examples of other state's scope of services and requirements. |
| 5. What suggestions would you make to the current scope of work for Tennessee? |
| 6. Please discuss in detail your ability to perform the services as described in the scope. Please discuss in detail what services you can and cannot provide to meet the State's needs. |
| 7. Please describe in detail how you intend to meet the State's needs exactly. Who will deliver the products, who will handle scheduling, etc? |
| 8. Will you use subcontractors to meet the needs of the State? If so, approximately how many subcontractors and how are those subcontractors screened? |
| 9. What features or provisions, if any, of the current scope of services contained below would prevent your firm from entering into the contract? How would you propose to resolve those issues? |
| 10. Describe how your company is capable of handling service requests 7 days a week, 24 hours a day, 365 days a year. What kind of system is in place to ensure availability during these times? |
| 11. Would you recommend the State award this contract to a single vendor or to multiple? |

COST INFORMATIONAL FORM

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| 1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, per mile, per pound, etc). |
| 2. Describe the typical price range for similar services or goods. |
| 3. What line items should be on the contract in order to meet all of the State's requirements? Keep in mind ALL costs should be included in the contractor's bid price whether that is per mile, per hour, etc. |

ADDITIONAL CONSIDERATIONS

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| 1. Please provide input on alternative approaches or additional things to consider that might benefit the State: |
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Attachment A – Draft Scope of Work

A. Definitions

“Emergency” includes but is not limited to any condition following a naturally occurring or manmade-disaster, act of domestic terrorism or attack by an enemy or foreign nation upon the United States resulting in the suspected, probable, or verified substantial injury or illness to persons in the United States. This may be caused by use of bombs, missiles, shell fire, nuclear, radiological, chemical, or biological means or other weapons or paramilitary actions; also, any industrial, nuclear or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition such as sabotage, oil spills, and other injurious environmental contaminations which threaten or cause human suffering, hardship, injury, illness or loss of life, and creates human needs that victims cannot alleviate without assistance.

“Dispensing Site” refers to the community locations where the public receives medical countermeasures.

“Hazardous Materials” refers to substances and materials in quantities and forms that may pose an unreasonable risk to health and safety or to property when released. as defined in Department of Transportation regulations.

“Medical Countermeasures (MCM)” refers to medication and medical supplies leveraged to respond to a public health emergency.

“Receipt Stage and Store Site (RSS)” refers to the warehouse at which the state receives and redistributes the Strategic National Stockpile (SNS) material.

“Strategic National Stockpile (SNS)” refers to multiple, large packages of drugs, vaccines, medical supplies, and medical equipment that exist to augment depleted state and local resources needed for responding to emergencies. These packages are stored in strategic locations around the U.S. to ensure their rapid delivery. The SNS material may be shipped to the state of Tennessee in two phases. The first phase is the 12-hour Push Package and is generally received within 12 hours of the request for deployment. A second phase of material known as Managed Inventory may be deployed and should arrive at the RSS warehouse within 24-36 hours. This could also include products requiring cold chain management.

“Treatment Centers” are the locations in a community where people receive treatment. These include hospitals, clinics, and other sites that treat ill patients.

B. Responsibilities

I. TDH shall:

1. Advise CONTRACTOR as soon as possible in the event its services will be requested to help implement Tennessee's Strategic National Stockpile Plan.
2. Inform CONTRACTOR on the state delivery/landing site and RSS Warehouse selected for activation and use once that decision has been made.

3. Provide CONTRACTOR a list of Dispensing Sites and/or Treatment Centers to which delivery of SNS supplies are to be made from the RSS Warehouse, along with 24/7 contact information and communication availability for all TDH personnel that CONTRACTOR is to coordinate with.
4. Ensure that a designated state official who is registered with the Drug Enforcement Administration is present at the RSS Warehouse to accept custody of the SNS.
5. Identify the items and the quantities of material that will arrive in the SNS.
6. Authorize appropriately credentialed CONTRACTOR personnel into the RSS Warehouse, Dispensing Sites and Treatment Centers. The State reserves the right to refuse any CONTRACTOR personnel for any reason at RSS Warehouse, Dispensing Sites and Treatment Centers.
7. Maintain responsibility for operational management of the RSS Warehouses.
8. Arrange and coordinate the transportation of any Hazardous Materials.

II. CONTRACTOR shall:

1. After being requested to assist with an emergency by the TDH, CONTRACTOR will notify TDH as to its present capabilities to provide assistance as the SNS transport provider. If CONTRACTOR terminates assistance during an emergency in which they have initiated support, CONTRACTOR will immediately return all undelivered material in transit back to the RSS Warehouses.
2. Assist TDH with transportation services for dissemination of the Strategic National Stockpile from the RSS Warehouse to local Dispensing Sites and Treatment Centers, from the local Dispensing Sites and Treatment Centers back to the RSS Warehouse, and, upon completion of operations and decision to terminate use of the RSS Warehouse, from the RSS site back to the airport or place of initial repository. Provide transportation services to distribute assets to approximately 170 Dispensing Sites, approximately 130 Treatment Centers, and other sites as an emergency dictates located throughout the state of Tennessee for a total of greater than 300 SNS receiving sites.
3. Provide door-to-door service, as requested and determined by TDH, and deemed necessary by the acuity of distribution operations.
4. Provide a service/schedule map to assist in distribution routing in the event that hub-and-spoke operations are utilized, such as in an Influenza Pandemic.
5. Assist with distribution, package tracking, inventory management and Custody Transfer Forms for SNS supplies transported by CONTRACTOR.

6. Arrange and coordinate the use of temperature controlled vehicles for the transportation of items requiring temperature control.
7. Participate with TDH on Strategic National Stockpile drills and exercises, to the extent mutually agreed upon in advance.
8. Provide TDH with 24-hour contact information for the CONTRACTOR representative(s) authorized to activate transport functions, and notify TDH of any changes to such contact information.
9. If determined necessary by the State, position one local CONTRACTOR representative on site at the RSS Warehouse to assist and expedite the driver credentialing process.
10. Receive guidance from the Tennessee RSS Warehouse Team, in consultation with one another, on SNS distribution logistics.
11. Document emergency breakdown procedures in place and maintain a list of 24/7/365 repair and towing facilities.
12. Assign deliveries to drivers, monitor driver's progress and location, and assess ability to reassign deliveries if necessary, as determined by CONTRACTOR.
13. Provide 24/7 communication to CONTRACTOR facilities and staff assisting with an emergency as requested by TDH.